

## HELP file for Event Registration System Web site.

### On-line registration open as of September 15, 2008.

- Please read all the below information before continuing for the first time.

### Important note to site users:

- **Account setup is required for all users.** Enter your e-mail address and select login. As a first time user you will be automatically taken to the Profile screen no matter which button you checked. Future logins will only take you to the Profile screen if that option is selected or it has been 120 days since your last login. This will be the case for most 2007 attendees logging in for the first time since the last conference.
- **All UDOT and State of Utah employees** if you have an @utah.gov e-mail address please use it and not a personal e-mail address. Some screens including the Profile screen are interactive based on e-mail address.
  - **For State employees and not a UDOT employee**, on the Profile screen select "No" for "Are you a UDOT employee?" This will take you to the correct Profile screen.
  - **For UDOT employees**, when entering your org number please verify that it is correct and if needed update it as required during the conference so that payment can be processed correctly. **If you changed work areas since the 2007 Conference please update your profile.**

### Registration and Payment:

- After logging into the Event Registration System and creating/updating your profile read new/important information on the Registration Screen.
- Following the instructions and links review the "Registration" section.
- Select the "Register" text link (bold, red text) on the right side of the screen to begin the registration process.
- Once "Register" is selected your screen will refresh and display a "Sessions" section. **This area is now shorter and easier to use compared to the previous version.** In this section there are now two new interactive "wizard" options, one for "Session Registration" and one for "Meal Registration." Select the desired option. You can select the other after completing the first option or come back at a later time (as long as on-line registration is still open) to complete, update, or change breakout sessions or meals.
  - Breakout Periods and Meal Options display only one Breakout Period or Meal at a time. You can either register (Register text link in the registration column on the right side of the screen) for an item or skip it (Skip button just above the Registration column). In either case you will be then taken to the next Breakout Period or Meal. Continue as desired. You can also close the screen at any time.

- After registering for or skipping each item your screen will indicate “You registered for or skipped all available sessions.” Select the “Close” option to return to the main ERS screen.
- Continue with the registration process as desired for Session or Meal Registration.
- As items are selected (breakout sessions and meals) they are added at the bottom of the main ERS screen.
- If after registering you decide to change a breakout session or meal selection login again if needed and from the bottom portion of the Registration screen select the “Cancel” text link on the right side of the screen for the desired item you wish to remove.
- The Payment tab allows all non-state employees to pay required fees by credit card on-line.
  - All non-utah.gov email addresses have a full payment option to pay for booths and attendees as needed to include late fees when applicable.
  - **Payment is required by all non-UDOT/State attendees prior to conference admittance.** Please make your payment or arrange for an office manager to log into your account and make your payment. Laptops will be available again this year at the Conference Center, connected to the Internet, for credit card payments. Payment can also be made by check or cash at the event or anytime prior to the event by check.
  - If you are just checking fees or plan on making a payment by check or FAX please do not use the Payment tab to enter information or check fees. Fee information can be found from the link area on the main Engineering Conference Web site or from the link on the registration page (also can be found below).
  - If paying on-line, you may get a Security Warning that the certificate does not match. This is an expected indication with our system. There is no problem if accepted and you continue the process.

### **Breakout Sessions:**

- Detailed information in PDF format for all breakout sessions and a breakout session matrix is available from the Engineering Conference main Web page
- The following link will open in a new window so that users can access detailed information on breakout sessions while completing the registration process.
  - [Breakout Sessions subtopic](#)

**Banquet Information:**

- Three choices are available.
  - Banquet, no guest, Attendee only with no guests
  - Banquet, one guest, Attendee and One Guest
  - Banquet, two guests, Attendee with Two Guests
- Select the desired option for attendance with up to two guests.
- There is no addition fee, as in past years, for guests.

**Fees:**

- [Price List/Registration Fees](#)

**Other Registration Process Information:**

- Those needing to complete the on-line registration process
  - All attendees wanting full access to include meals and the exhibit area.
  - All vendors regardless of status and attendance at meals. (name tags needed to enter exhibit hall)
    - This applies even if you have completed booth registration. Booth registration is a separate process.
- Attendees where On-line registration is not required or not available.
  - On-line registration not required for Presenters only attending the breakout session they are presenting or for those coming to a sessions and then leaving.
    - Walk-in registration not applicable.
    - If participating in any meals or visiting the vendor area regular registration procedures apply to include late fees.
  - Name tags needed to enter exhibit hall.
- On-line registration requirements
  - Complete as specified above.
  - After logging in complete the registration process.
    - Register for all desired breakout sessions and meals. This is needed so presenters know how many handouts to make and for the Committee to determine meal counts. If you do not want to attend a session during a specific breakout period or not attend a meal just skip that item when completing the registration “wizard” discussed above.
- Schedule
  - The Schedule tab show all items you selected as well as general items during the conference.
  - There are now “E-Mail Schedule” and “Print” buttons available on the “Schedule” screen.

**End of Instructions**